

**REVIEWED****By Chris at 9:33 am, Apr 29, 2019**[← Back \(https://www.gs1us.org/what-we-do1\)](https://www.gs1us.org/what-we-do1)

# GS1 Company Prefix Transfer Request

A GS1 Company Prefix can be transferred upon the sale of a business, the sale of a business line, or the merger with another company. Promptly requesting the transfer of GS1 Company Prefix(es) after the conclusion of a transaction will ensure that the correct company is associated with the prefix and that GS1 US's records contain up-to-date contact information.

Once the transaction is complete, submit a GS1 Company Prefix Transfer Request Form along with a Prefix Release Letter signed by a duly authorized officer of the seller (as per GS1 US records). If a Prefix Release Letter from the seller cannot be obtained, a GS1 Company Prefix can still be transferred if GS1 US receives appropriate supporting legal documentation evidencing the transaction. If GS1 US does not receive the appropriate supporting legal documentation, we cannot transfer the GS1 Company Prefix.

Follow these steps to submit your Prefix Transfer Request:\*

**Step 1:** Complete the [Company Prefix Transfer Request Form \(/documents?Command=Core\\_Download&EntryId=140\)](#).

**Step 2:** Download and have a duly authorized officer of the selling company complete and sign the [Prefix Release Letter \(/documents?Command=Core\\_Download&EntryId=139\)](#) (best viewed in Internet Explorer).

## **Alternatives if a Prefix Release Letter cannot be obtained from the seller:**

If a Prefix Release Letter from the seller cannot be obtained, you may instead submit signed transactional documents that evidence the sale of the business, sale of the business line, or merger with another company.

Documents that do not demonstrate the sale of a business, sale of a business line, or merger are insufficient to support the transfer of a GS1 Company Prefix.

Examples of unacceptable documents include:\*

- documents that purport to transfer or assign a GS1 Company Prefix independent of the sale of a business, sale of a business line, or merger;
- documents evidencing the sale or transfer of intellectual property independent of the sale of a business or business line;
- documents evidencing the sale or transfer of assets independent of the sale of a business or business line; and
- documents showing the purchase or acquisition of a defunct company's assets, whether through a foreclosure sale, tax sale, bankruptcy sale, liquidation sale, or the like.

Step 3: Email the completed Company Prefix Transfer Request Form, the Prefix Release Letter, and/or other supporting documentation to the [GS1 US Business Support Services Team \(mailto:DMaintenance@gs1us.org\)](mailto:DMaintenance@gs1us.org).

[Go to our Prefix Transfer Request FAQs \(/education-training/frequently-asked-questions/update-prefix-registration#Merger\)](#)

Companies that have regulated healthcare products should notify the U.S. FDA of any change in name or ownership. This notification is the responsibility of the company, not GS1 US.

\* The following information contained herein is for informational purposes only as a convenience, and is not legal advice or a substitute for legal counsel, nor does it constitute advertising or a solicitation. GS1 US, Inc. assumes no liability for the use or interpretation of the information contained herein.

All GS1 Company Prefix transfer requests are unique and in some situations, additional documentation may be required.

Submission of a request does not guarantee the transfer of the GS1 Company Prefix. GS1 US reserves the right not to transfer a GS1 Company Prefix if it determines in its unilateral discretion that the requested transfer is not appropriate.

